

San Francisco State University
Department of Health Education Teaching Assistant Form
Petition for Units of HED 685 (Projects in the Teaching of Health Education)

Sponsoring faculty member completes this form either during or after a discussion with the student to clarify TA requirements, duties, time commitment/availability, learning objectives, and grading criteria. Faculty member and student TA sign, and turn in this form to the HED Academic Office in HSS 326. Upon receiving the completed, signed form, the Academic Office Coordinator will issue to the student an add permit for the indicated number of HED 685 units. **Note:** *please fill out the form electronically—so that you can adjust the available space as needed under each section, but then print the completed version of the form for original signatures.*

Teaching Assistant: _____
Student Last Name, Student First Name

Student ID: _____ - _____ - _____ **Student SFSU Email:** _____@mail.sfsu.edu

Please circle one: Graduate Student or Undergraduate Student

Sponsoring Faculty Member (please type name): _____

Semester, Year & Course student will TA: _____

Number of HED 685 units student will earn: _____

Requirements:

For an undergraduate to serve as a teaching assistant (TA), the student must have previously taken the course in which the student is being appointed as TA & passed the course with at least a B+, and preferably an A or A-.

For a graduate student to serve as a TA, the sponsoring faculty member determines that the student has the appropriate background and experience to effectively serve as TA for the course.

For the TA experience to fulfill the 3 unit MPH elective for graduate students, the sponsoring faculty member must determine (1) that the graduate student is able to earn 3 units for the TA work to be completed for the course and (2) that the TA experience contributes meaningfully to the graduate student's individual professional preparation.

Typical Duties:

Teaching assistants may assist with maintaining attendance records, lead class discussions, give presentations, hold peer office hours (not in lieu of the required number of office hours of faculty members), take notes in class, offer technological support, and assist with preliminary evaluations of student work (faculty are responsible for final evaluations of student assignments and issuance of grades).

List the duties the TA will be performing, your expectations for the TA's weekly time commitment and availability, the student (TA) learning objectives, and your grading criteria for the TA experience (HED 685):

(1) TA Duties and Responsibilities:

(2) TA Time/Availability Expectations per week:

(3) Student (TA) Learning Objectives:

(4) Grading Criteria:

If the TA is an MPH student, please answer the following question:

If the TA is an MPH student and will earn 3 units of HED 685 for this teaching assistantship, do you approve of this 3 unit HED 685 experience fulfilling the 3 unit MPH elective course requirement? Circle your answer below.

YES

NO

Signatures:

Sponsoring Faculty Member: _____ **Date:** _____

Student Teaching Assistant: _____ **Date:** _____